## Texas State University Office of Payroll & Tax Compliance

## AUTHORIZATION TO RELEASE PAYROLL CHECK

| I,authorize   |   |
|---|---|
| (your name)   | (designee's name)                                       |
| to pick up my payroll check(s) dated  |   |
| My ID card (Texas State ID or valid govern  | nment issued ID) is attached for verification purposes. |
| Signature   | Date  |
| Picked up by  | Date  |
| (signature)   |   |
| THIS FORM MUST BE PRESENTED WITH  | PROPER ID TO THE CASHIER'S OFFICE IN PERSON             |
|   | (cut here)  |
| Present the top portion of this form to:  |   |
| Cashier's Office Texas State University-San Marcos J.C.Kellam Building – 1 <sup>st</sup> floor lobby San Marcos, TX 78666 |   |

If you have questions, please contact us at (512) 245-2543 or <a href="mailto:payroll@txstate.edu">payroll@txstate.edu</a>.